Board Member Policy Handbook
March 2006

This document describes the policies which have been adopted by the IGIC Board of Directors. It is meant to act as a guide for new and returning IGIC board members.

By accepting a position on the Board of Directors of the Indiana Geographic Information Council, members agree to abide by and fulfill all conditions stipulated here. Any changes to this document will be approved by the Board and distributed to all members.

General Purpose of IGIC

The general purpose of the Indiana Geographic Information Council is to promote efficient and effective use of resources by providing leadership and direction in the development, management, and use of geographic information in Indiana. The Board serves to provide direction for and encouragement of broad participation in IGIC. The Board makes recommendations about GIS in the areas including, but not limited to, policies, institutional interactions, data standards, education, funding, and stewardship of geographic data and related processes.

The Board makes available information and generates publications describing its activities and findings that will encourage knowledge sharing and participation by a broad segment of persons interested in geographic data. The Board attempts to always address appropriate issues in a deliberate and open manner, with clear policy goals in mind. Activities that are not appropriate for deliberation will be referred to other entities for their consideration and action.

Objectives

The objectives of IGIC are to provide for the coordination of Indiana GIS through dissemination of data and data products, education and outreach, adoption of standards, building partnerships, and the IndianaMap.

Mission

The Indiana Geographic Information Council will lead the effective application of GIS in Indiana for an improved quality of life.

Vision

All Indiana communities will be safer, healthier, wealthier and wiser because they are part of a robust statewide GIS infrastructure.

Board Membership

The Board is comprised of members representing the statewide GIS user community, with the following constituencies:

County Government (3)	Private Industry (2)
Municipal Government (3)	Surveyors (2)
State Government (3)	Universities (2)
Federal Government (2)	Regional Planning Commissions (1)
Nonprofit (2)	Utilities (2)
Commercial GIS Service Provider (2)	Critical Infrastructure (2)
Regional GIS Consortia (2)	Other (Any Sector or None) (2)

As noted in IGIC's by-laws, additional board members (up to 30) may be considered. Unless forfeited, vacancies may be reassigned from within the vacating members' organization.

Board membership is through a nomination and/or self-nomination process followed by a ballot vote of the general membership. No rotating Board member organization shall serve two consecutive terms unless there are no competing nominations. New members begin their term at the annual business meeting, when rotation takes place. Members will not receive compensation for regular Board activities.

Board Member Rights

- To be kept apprised of issues, initiatives and projects related to Indiana GIS
- To be supported in activities which further GIS in Indiana
- To have ideas and concerns listened to with respect and consideration
- To vote on all items before the Board

Board Member Duties

Board members are expected to show a sincere interest in IGIC's work, a commitment to its goals, willingness to ask questions, and the ability to offer constructive criticism. Specifically, board members are asked to:

- Attend the majority of scheduled Board meetings
- Serve on at least one committee per year, either as chair or a regular member
- Act as a primary point of contact for GIS coordination issues for their sector
- Perform public outreach
  - Contribute a short article or white paper to the newsletter or website, or
  - Give a public presentation as an IGIC representative, or

o Give a presentation to the Board

The activities listed here are not meant to be inclusive. Board members are encouraged to be creative and proactive in their involvement.

Should a member be unwilling or unable to fulfill the responsibilities of this position, they may be removed from membership at the discretion of the Board, with a 2/3 majority vote

Board Meetings

The IGIC Board meets 4 times per year (in addition to the annual business meeting) on the 3rd Thursday of every other month. At the annual business meeting, members review and approve the Council's financial statements, in addition to regular business. Two meetings per year are held in conjunction with public meetings. The schedule appears below.

Each member has one vote. Proxies may be sent if a board member is unable to attend, and can be given authority to cast votes. Though meetings are generally conducted in an informal manner by the President, Robert's Rules of Order (Revised) may be invoked at any time by a majority vote of the members present.

Any member may petition the Board or the Board on its own initiative may recommend amendments to policies, initiatives, proposals, etc. A motion will be carried with a majority vote of a quorum of the Board. Amendments to by-laws or removal of a board member require a 2/3 vote of the Board, provided that the language of such has been provided to each board member not less than 5 working days prior to the vote.

DATE	TIME	LOCATION
March 6, 2006	4pm - 7pm Annual Business Meeting	Crowne Plaza Hotel and Conference Center Indianapolis, IN 46204
May 18, 2006	1pm – 4pm	Indiana State Library, Room 401 140 N. Senate Avenue Indianapolis, IN 46204
July 20, 2006	10am – 3pm (joint public mtg)	Indiana State Library, Room 401 140 N. Senate Avenue Indianapolis, IN 46204
September 21, 2006	1pm – 4pm	Indiana State Library, Room 401 140 N. Senate Avenue Indianapolis, IN 46204
November 16, 2006	10am – 3pm (joint public mtg)	Indiana State Library, Room 401 140 N. Senate Avenue Indianapolis, IN 46204

Committees

IGIC has formed committees to address a number of issues. Board members will serve on at least one committee per year, either as chair, co-chair or regular member. Currently, standing committees include:
- Conference
- Data Sharing
  - Local Government Subcommittee
- Education and Outreach
- Elections
- Executive (elected officers)
- Framework
- Legislative
- Standards and Recommendations
- Utilities

Anyone in IGIC may participate on a committee with the exception of the Executive Committee, which is elected annually. Most committees have regular monthly meetings which are open to the public, and hosted by members. New committees may be formed by vote at a board meeting.

Positions for committee chair and co-chair are voted on at board meetings. At least one of these positions must be held by an board member. Chairs are responsible for coordinating each committee, developing subcommittees or workgroups, and submitting committee reports at IGIC board meetings.

For more information about a standing committee, contact the committee chair or co-chair.

Executive Committee/IGIC Officers

The Executive Committee is comprised of the following five officers:
- President
- Vice President (President-Elect)
- Treasurer
- Secretary
- At-Large Member (Past President)

Elections are held at the annual IGIC business meeting. Terms are one year for Treasurer and Secretary. The Vice President rotates to President in the second year, then to At-Large for a third. In some cases, an Officer's term as board member may expire before they have completed the presidential rotation. In these cases, the Board seat will be open for election after the 3-year presidential term has expired. The next incoming board member will then serve a shortened term. A regular officer may be removed upon a 2/3 vote of the members of the Board.

The Executive Committee acts for the Board in order to provide timely response to issues and events when it is not possible or practical for the full Board to meet. Actions are decided by majority vote, and are reported to the Board through email or at meetings.

Regular meetings take place monthly and, like all committee meetings, are open to the public. Any member of the Executive Committee may call a meeting of the Executive Committee by providing a minimum of one day notification.

Ethics

As a nonprofit organization, it is important that IGIC remain unbiased and inclusive of all its members. Our reputation is our most important asset. Board members are expected to comport themselves professionally whenever representing the organization and avoid situations which could be deemed a conflict of interest. If a questionable situation is brought to a board member's attention, it should be taken to the Executive Committee for review and action (if any is deemed necessary).

For more guidance, refer to the Code of Ethics developed by the GIS Certification Institute, the main points of which are listed below.

Obligations to Society
The GIS professional recognizes the impact of his or her work on society as a whole, on subgroups of society including geographic or demographic minorities, on future generations, and inclusive of social, economic, environmental, or technical fields of endeavor. Obligations to society shall be paramount when there is conflict with other obligations. Therefore, the GIS professional will:
1. Do the Best Work Possible
2. Contribute to the Community to the Extent Possible, Feasible, and Advisable
3. Speak Out About Issues

Obligations to Employers and Funders
The GIS professional recognizes that he or she has been hired to deliver needed products and services. The employer (or funder) expects quality work and professional conduct. Therefore the GIS professional will:
1. Deliver Quality Work
2. Have a Professional Relationship
3. Be Honest in Representations

Obligations to Colleagues and the Profession
The GIS professional recognizes the value of being part of a community of other professionals. Together, we support each other and add to the stature of the field. Therefore, the GIS professional will:
1. Respect the Work of Others
2. Contribute to the Discipline to the Extent Possible

Obligations to Individuals in Society
The GIS professional recognizes the impact of his or her work on individual people and will strive to avoid harm to them. Therefore, the GIS professional will:
1. Respect Privacy
2. Respect Individuals

Travel

Below is an abbreviated version of the formal IGIC travel policy. The complete legal document is available from the IGIC office.

A person traveling on IGIC business is expected to exercise the same care while incurring expenses as would a prudent person traveling for personal reasons. Travelers should request reservations as far in advance as possible and opt for the lowest logical fares available. Travelers may not participate in any promotional plan, such as frequent flyer program, when it would entail purchasing a more expensive fare.

IGIC has adopted the Federal Per Diem reimbursement rates for travel. Expenditures for official travel may be considered as reimbursable only if incurred in accordance with these guidelines. Any requests for more than 120% of the federal rates must be approved in advance. Travelers will be reimbursed within 30 days of submitting a request form, available from the IGIC offices, along with pertinent receipts. Travel is overseen and approved by the Executive Committee, Executive Director, or an assigned project manager. Reimbursable expenses include taxis, parking, conference registration, lodging, air fare, meals (no alcohol) and communications charges (e.g. conference calls).

Public Records

The Council's records shall be available for inspection by the public pursuant to Indiana Statutes.

Contracting Policy

The following is a summary of the official IGIC policy on contracting. The full text is available from the IGIC office.

When an opportunity arises, a solicitation is sent to vendors and posted on the IGIC website. All successful applicants will be approved by the Executive Committee. Contracts worth more than $50,000 also require approval from the Board prior to execution. All successful vendors will sign a formal contract with IGIC.

The Executive Committee may sole source contracts worth $50,000 or less. The Committee may also, with justification and by unanimous vote, sole source contracts worth more than $50,000. Reasonable justification includes time constraints, financial issues or nature of the work for hire. In either case, a full report will be given to the Board.